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U. S. DEPARTMENT OF AGRICULTURE
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

Index:
Storage
Ordering

August 1, 1945

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 40.3

Preparation and Distribution of "Ticket Correction-Cancellation
Memorandum" (Form CCC-289)

In the Regional Offices of the Shipping and Storage Branch

I Purpose

The purpose of this memorandum is to explain the use of "Ticket Correction-Cancellation Memorandum," (Form CCC-289).

II What is Form CCC-289

Form CCC-289 is a master ditto ticket correction or cancellation memorandum. It originates in the Storage Section of the Regional Shipping and Storage Divisions, and provides for an adjustment of an original order ticket (either a "Vendor Ticket," (Form FDA 601) or a "Warehouse Ticket," (Form FDA 602), hereafter referred to as "order ticket".)

III When is Form CCC-289 Necessary

Prepare Form CCC-289 when:

1. Order ticket which has been dittoed is cancelled (if it is found necessary to cancel a ticket before it has been dittoed, cancellation may be made by writing the word "Cancelled" across the face of the ticket. The Master Form CCC-289 should then be reproduced and distributed as outlined in Paragraph VII of this memorandum.) or;
2. An error has been made in the order ticket, or;
3. The shipping and/or unloading reports reflect that the amount shipped against an original order ticket is a greater or lesser amount than the quantity given in the original order ticket.
 - a. The shipping and/or unloading reports are received by teletype, telegram, telephone or mail, (See Shipping and Storage Branch Memorandum No. 70.2, "Responsibilities of the Regional Shipping and Storage Division Offices for Commodity shipments" Paragraph III B, 1, 2, and 3.)

IV Sample Form CCC-289

A sample Form CCC-289 is attached. Spaces are numbered as an aid in identifying the information which is to be placed on the form. Each item of information must be written in the space provided.

Distribution Code "A"

Legend of Numerals on Sample Form CCC-289

A. The following legend will provide a ready-reference to the items of information appearing on all Ticket Correction-Cancellation Memoranda.

- (1) Date
- (2) Order No.
- (3) Name of Warehouse Vendor (check one)
- (4) Address
- (5) Consignee
- (6) Commodity
- (7) Size of Container
- (8) Billed By
- (9) QMR No.
- (10) Expiration Date
- (11) MFO or Requisition No.
- (12) FAS No.
- (13) Cancel Entire Ticket
- (14) Reason
- (15) Note the Following Corrections
- (16) Former Total Subnumbers
- (17) New Total Subnumbers
- (18) Former Total Quantity
- (19) New Total Quantity

How to Prepare Master Ticket Correction-Cancellation Memorandum Form CCC-289

The Storage Section will write in the following on Form CCC-289:

- (1) Date Write the date the ticket correction or cancellation is prepared.
- (2) Order No. Copy the order ticket number as given on the original order ticket which is being corrected or cancelled by this Ticket Correction-Cancellation Memorandum (Form CCC-289)
- (3) Name of Warehouse Vendor (check one) If original order ticket is a warehouse ticket make a checkmark in the block in front of the word "Warehouse". Write the name of Warehouse in the space.
If the original order ticket is a vendor ticket make a check mark in the block in front of the word "Vendor". Then write the Vendor's name in the space.
- (4) Address Copy address of Warehouse or Vendor from original order ticket.
- (5) Consignee Copy consignee's name and address from original order ticket.

- (6) Commodity Copy the exact description of commodity as written on original order ticket.
- (7) Size of Container Copy size and type of container from original order ticket.
- (8) Billed By Write the name of the billing office (region or origin) as given on the original order ticket.
- (9) QMR No. Copy the QMR number (if any) from the original order ticket.
- (10) Expiration Date Copy QMR permit expiration date (if a QMR was given on the original ticket) from original order ticket.
- (11) MFO or Requisition Number Copy from original order ticket (This applies only on shipments to program.)
- (12) FAS No. Copy the FAS number if shipment to a program as shown on original order ticket.
- (13) Cancel Entire Ticket Make a check mark in this space if the entire (original order ticket) is to be cancelled.
- (14) Reason Give reason why entire ticket is cancelled. For example: If warehouse failed to ship on time, write "Warehouse failed to ship"
If vendor's contract has been amended (possibly because of inability to furnish a specific type of container)
Write: "Vendor's Contract amended."
- (15) Note the Following Corrections Write the reason for a correction. For example if a warehouse loads out cars for a quantity different from that specified in the order ticket it will be necessary to change the corresponding sub (car) number to agree with shipment as actually made.

An example would be where 8 subs were written on an order ticket and the warehouse loaded the total quantity in 7 cars. The entry would be:

"Cancel sub 8. Whse. shipped heavier in subs 1 thru 7"

- 4-
- (16) Former Total Sub Numbers Write the total number of subs (cars) as given on original order ticket.
- (17) New Total Sub Numbers Write the new total number of subs (cars) if the issuance of this Ticket Correction-Cancellation memorandum Form CCC-289 will increase or decrease the number from the former total sub numbers.
- (18) Former Total Quantity Copy the figure shown as "Quantity This Order (8)" in original vendor or warehouse order ticket.
- (19) New Total Quantity Write in the new total net weight, if the issuance of this Ticket Correction-Cancellation Memorandum (Form CCC-289) changes the total of the net weight shown on the original order ticket.

VII Reproduction of Master Ticket Correction-Cancellation Memorandum
Form CCC-289

A. "Master Ticket Correction-Cancellation Memorandum" is reproduced in the Shipping Section of the Regional Shipping and Storage Division. In addition to the number of copies needed for use in the regional office, the following copies will be reproduced and distributed:

Billing Office	Copies as needed
Destination Office	1 copy

B. After "Master Ticket Correction-Cancellation Memorandum" has been reproduced the filler (or tissue sheet) will be placed on the reverse of Form CCC-289 to prevent copy from smudging. The Memorandum will then be carefully rolled and inserted in cardboard mailing tube. Several memoranda may be mailed in a single tube.

C. Mail Form CCC-289 (Master Memorandum) by fastest means possible to:

Document Servicing Section
Shipping Division
Shipping and Storage Branch
Office of Supply, CCC, U. S. D. A.
Washington 25, D. C.

Use either airmail or air express when ordinary mail service would result in more than one day's delay.

The Document Servicing Section, Shipping Division, in Washington will reproduce 12 additional copies from the Form CCC-289 and distribute as follows:

<u>Shipping and Storage Branch</u>	<u>No. of Copies</u>
Storage Division	
Appropriate Commodity Unit Head	1
Inventory Control Unit	1
Shipping Division:	
Traffic Files	1
Document Servicing files	1
QMR Room	1
Program Management Division:	
Reports and Records Section	1
<u>Office of the Treasurer</u>	
Supply Program Accounting Division	
Inventory Accounting Section	4
<u>Sales Branch</u> (only on tickets covering, Cash Sales to Individuals and Corporations)	
Program Services Division	1
** <u>J. A. Senner, Chief, Cargo Control</u> War Shipping Administration 39 Broadway New York City	1
** Only on tickets where the initial FAS letter is: D, F, J, L, M, N, U, or W	



Chief, Shipping and Storage Branch

U. S. DEPT. OF AGRICULTURE
COMMODITY CREDIT CORPORATION

TICKET CORRECTION—CANCELLATION MEMORANDUM

CONSIGNEE (5)	DATE (1)	ORDER NO. (2)
NAME OF <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> VENDOR (CHECK ONE)		(3)
ADDRESS	(4)	
COMMODITY (6)	SIZE OF CONTAINER (7)	
BILLED BY (8)		
QMR NO. (9)	EXPIRATION DATE (10)	
MFO OR REQUISITION NO. (11)	FAS NO. (12)	
CANCEL ENTIRE TICKET	REASON (13)	(14)
NOTE THE FOLLOWING CORRECTIONS (15)		

(13)
(14)

2
9
50

FORMER TOTAL SUBNUMBERS (16)	NEW TOTAL SUBNUMBERS (17)	FORMER TOTAL QUANTITY (18)	NEW TOTAL QUANTITY (19)
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To 7586
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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D.C.

Index:
Storage
Ordering

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 40.3

Preparation and Distribution of "Ticket Correction-Cancellation Memorandum "
(Form CCC-289)

SUPPLEMENT NO. 1

The above procedure explains the use, preparation and distribution of corrections and/or cancellations of order tickets. This supplement pertains to the preparation of this form.

All persons preparing Ticket Correction-Cancellation Memorandum Form CCC-289 shall insert a sheet of carbon paper and a form which is a duplicate of Form CCC-289 in order to provide a carbon copy for the Inventory Accounting Section of the Fiscal Branch. This copy will be in addition to the usual dittoed copies which are distributed to the Fiscal Branch but will serve as advance information to them.

This supplement is effective immediately in the Shipping and Storage Branch in Washington and in the Regional Shipping and Storage Divisions as soon as tickets are prepared in those offices.

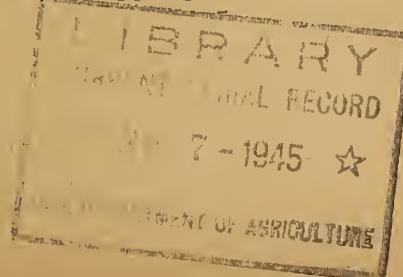
With regard to the Shipping and Storage Branch in Washington, these copies will be called for and received for twice daily (11:30 A.M., and 4:30 P.M.) by a representative of Inventory Accounting Section, Fiscal Branch at the office of the Chief of the Storage Division.

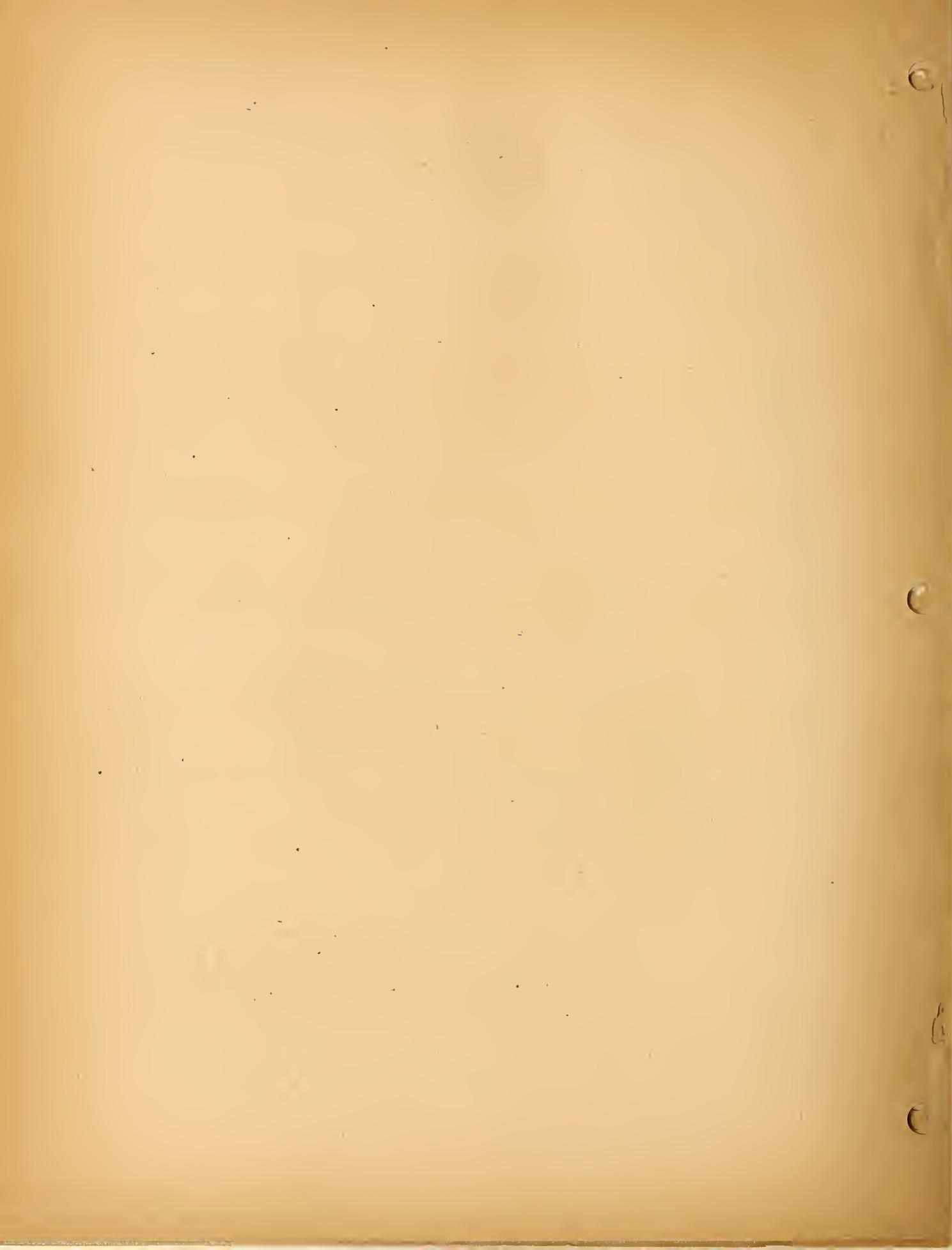
Whenever tickets may be written in the Regional Shipping and Storage Divisions these advance copies shall be mailed to the Chief, Storage Division, Shipping and Storage Branch, Production and Marketing Administration, United States Department of Agriculture, Washington 25, D. C. Use air mail when ordinary mail service would result in more than one day's delay. A duplicate transmittal memorandum should be prepared listing all advance copies which are being dispatched. The distribution of these advance copies to the Fiscal Branch shall be made by the office of the Chief, Storage Division in the manner outlined in the above paragraph.

S.E. Cotnam

S. E. Cotnam, Lt. Colonel, C.E.
Acting Director, Shipping & Storage Branch

Distribution code "A" & "B"
October 8, 1945





UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D.C.

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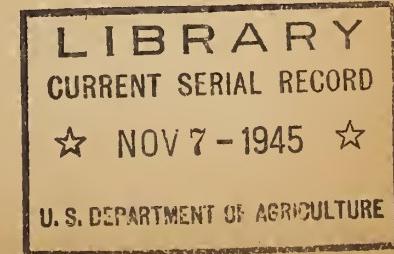
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